



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTING COORDINATOR
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for coordinating and supervising complex and difficult accounting and fiscal operations activities of the Fiscal Operations Division. Reports to an Accountant II.

ESSENTIAL JOB FUNCTIONS

Coordinates and oversees the preparation of accounting records and reports; compares data on State revenue amounts received to the City Financial System; and reconciles accounts as needed. Reviews, monitors and analyzes accounting records and oversees posting & verification of accounts payable and accounts receivable ledgers; posts receipts and program expenditures to appropriate ledger accounts; posts recoupment received to reduce City and State spending; and initiates journal entries as required.

Responsible for effective fiscal administration for the department to include budget preparation and monitoring expenditures. Monitors and oversees the reporting for departmental grants, monitors grant expenditures, records grant revenues, and files grant reports as required. Prepares and completes financial and statistical reports required by internal and external sources; generates reports for informational purposes and oversees the maintenance of accounting files.

Participates on agency cross-functional teams to provide input into the development and implementation of agency procedures; assists with research and special projects; responds to inquiries related to departmental accounting activities and agency procedures. May serve as a liaison to federal, state and local agencies, City departments and agency stakeholders.

Remains abreast of current statewide policy initiatives, best practices, legislative, regulatory, and policy developments that affect financial operations and revenue enhancement at the local agency level.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting – General knowledge of accepted accounting principles and accounting standards of the Governmental Accounting Standards Board (GASB) to include fund accounting, financial computations, statistical and financial analysis and forecasting techniques. Knowledge of budgeting principles and practices and multi-faceted accounting application systems.
- Technology – Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.
- Customer Service - Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- Critical Thinking – Uses logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.
- Computer Skills – Utilizes a personal computer with word processing, spreadsheets and related accounting software to effectively complete a variety of tasks with reasonable speed and accuracy.

REQUIRED ABILITIES

- Time Management – Ability to plan and organize daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally or in writing.
- Accounting and Budgeting – Ability to perform arithmetic, algebraic, and statistical computations. Ability to employ economic and accounting principles and practices in the analysis and reporting of financial data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Accounting, Finance, Economics, Business Administration or a related field and 1-2 years of responsible accounting or financial management experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

- Essential functions are regularly performed without exposure to adverse environmental conditions.